# United States Property an
## Fiscal Office for Illinois
## Comptroller Division


**Ms. Connie Robinson**
**Agency Program Coordinat**
**Bank of America Travel Ca**


Bank of America

EAGLS℠

# POLICY

**THE TRAVEL AND TRANSPORTATION REFORM ACT**

**OF 1998 (TTRA) STIPULATES THAT THE TRAVEL**

**CARD WILL BE USED BY ALL U.S. GOVERNMENT**

**PERSONNEL TO PAY FOR COSTS INCIDENT TO**

**OFFICIAL BUSINESS TRAVEL.**

# PURPOSE

**THE TRAVEL CARD PROGRAM IS INTENDED TO FACILITATE AND STANDARDIZE THE USE BY DOD TRAVELERS OF A SAFE, EFFECTIVE, CONVENIENT, COMMERCIALLY-AVAILABLE METHOD TO PAY FOR EXPENSES INCIDENT TO OFFICIAL TRAVEL.**

# BENEFITS OF TRAVEL CARD

- TRAVELERS HAVE A SAFE, CONVENIENT WAY TO OBTAIN CASH ADVANCES AND PAY TRAVEL EXPENSES
- THE ARMY GETS REBATES FROM THE BANK BASED ON USE OF YOUR CARD

# APC'S RESPONSIBILITY

- **RESPONSIBLE FOR EXECUTION AND MANAGEMENT OF THE PROGRAM**
- **MAINTAINS AN UP-TO-DATE LIST OF ALL CARDHOLDERS AND ACCOUNTS**
- **ACTIVATE/DEACTIVE RESTRICTED CARDS**

# CARDHOLDER'S RESPONSIBILITY

- **TO USE CARD <u>ONLY</u> WHEN ON OFFICIAL GOVERNMENT TRAVEL**
- **FILE YOUR TRAVEL VOUCHER WITHIN FIVE DAYS OF RETURN, USING SPLIT DISBURSEMENT**
- **TO PAY CARD, IN FULL, EACH MONTHLY BILLING CYCLE**

# CARDHOLDER'S RESPONSIBILITY

- **NOTIFY YOUR APC IF YOU TRANSFER UNITS OR TERMINATE EMPLOYMENT**

- **NOTIFY APC AND BANK OF AMERICA IF CARD IS LOST OR STOLEN**

# CARDHOLDER'S RESPONSIBILITY

- **NOTIFY YOUR APC WHEN YOU TRANSFER OUT OR TERMINATE EMPLOYMENT**

- **LOCATE YOUR NEW APC WHEN YOU TRANSFER INTO NEW UNIT AND REQUEST THAT YOUR CARD BE TRANSFERRED**

# APPLICATION PROCESS

- OBTAIN SUPERVISOR'S APPROVAL
- COMPLETE CARD APPLICATION
- AUTHORIZE OR REFUSE CREDIT CHECK
- DO ON-LINE TRAINING
- COMPLETE STATEMENT OF UNDERSTANDING
- SUBMIT TO LEVEL 4 APC

# HEIRARCHY LEVELS

- **LEVEL 5 HEIRARCHY IS THE DIRECTORATE OR BRIGADE LEVEL**
- **LEVEL 6 HEIRARCHY IS THE BATTALION or SUBORDINATE LEVEL**
- **ALLOWS FOR EASY BREAKOUT FOR MONITORING ACCOUNTS**

## HL5 (Brigades and Directorates) & HL6 (Battalions)

| | |
|---|---|
| 5044601 | Assistant COS |
| 5044602 | 65th TCB |
| 6044601 | HHC 65 TCB |
| 6044602 | HHC 1-106 AVN |
| 6044603 | HHD 644 PSB |
| 6044604 | 651 TC |
| 6044605 | HHD 232 CSB |
| 6044606 | HHSB 2-123 FA |
| 6044607 | HHSB 3-123 FA |
| 6044608 | HHD 733 QM BN |
| 5044603 | 33rd ASG |
| 6044701 | HHC 33 ASG |
| 6044702 | HHB 2-202 AD |
| 6044703 | HHC 123 MP BN |
| 6044704 | HHC 133 SIG BN |
| 5044604 | 66th INF |
| 6044801 | HHC 66 BDE |
| 6044802 | HHC 1-131 IN |
| 6044803 | HHC 1-178 IN |
| 6044804 | HHC 2-130 IN |
| 6044805 | HHB 1-202 AD |
| 6044806 | HHD 634 FSB |
| 6044807 | HHSB2-122 FA |
| 5044605 | HRO |
| 5044606 | SAO |
| 5044607 | POTO |
| 5044608 | DOL |
| 5044609 | MILPO |
| 5044610 | IG |
| 5044611 | R & R |
| 5044612 | USPFO |
| 5044613 | Facilities |
| 5044614 | 404th Chem |
| 5044615 | Counter Drug |

# STANDARD CARD

- **SUBMIT AND PASS CREDIT CHECK**
- **MUST OBTAIN A CREDIT SCORE OF 660 OR ABOVE**
- **SCORES OF 500 - 659 WILL BE ISSUED A RESTRICTED CARD**
- **SCORES BELOW 500 WILL <u>NOT</u> BE ISSUED A CARD**

# RESTRICTED CARD

- **AGREE TO CREDIT CHECK WHERE THEY WILL HAVE TO SCORE AT LEAST 500,**

- **OR, ATTEST TO HAVING GOOD CREDIT ON A SELF-DISCLOSURE FORM (YET TO BE PUBLISHED)**

# NO TRAVEL ADVANCES

- **ANYONE NOT EXEMPT FROM THE MANDATORY USE OF THE TRAVEL CARD, AND REFUSE TO EITHER HAVE A CREDIT CHECK, OR SIGN THE SELF-DISCLOSURE FORM ATTESTING TO THEIR CREDIT WORTHINESS, IS <u>NOT</u> AUTHORIZED TO RECEIVE TRAVEL ADVANCES.**

# CARD DESIGN

- **STANDARD - SHOWS U.S. CAPITOL DOME WITH AN AIRPLANE AND THE WORDS “FOR OFFICIAL GOVERNMENT TRAVEL ONLY”**

- **QUASI-GENERIC - NOTHING IDENTIFYING CARD AS BEING U.S. GOVERNMENT**

# CARDHOLDER APPLICATION

- **THREE SIGNATURES REQUIRED:**

- **INDIVIDUAL APPLICANT**
- **APPLICANT'S SUPERVISOR**
- **LEVEL 4 APC**

# EMERGENCY APPLICATIONS

- **BE SURE TO “X” THE BOX FOR TWO-DAY DELIVERY OF CARD**
- **$20 FED-EX FEE**
- **REIMBURSEABLE ON 1351-2**

DEPARTMENT OF DEFENSE - (COMPONENT)
STATEMENT OF UNDERSTANDING
GOVERNMENT TRAVEL CARD PROGRAM

I certify that I have read the attached DoD Government Travel Card policy and procedures. I understand that the Government Travel Card Program is designed to improve the management and control of government travel and thereby promote the efficiency of the Federal Service. I also understand that I am authorized to use the card only for those necessary and reasonable expenses incurred by me for official travel. I will abide by these instructions issued by the Department of Defense (DoD).

The above limitation on card usage also applies to automatic teller machine (ATM) withdrawals. The amount of cash withdrawals may not exceed $500.00 (standard) or $250.00 (restricted) per billing cycle. If my account is not delinquent and my travel orders authorize a larger advance, I can request an increase in the ATM limit through EAGLS to the APC of up to $1,000. However, I will endeavor to charge expenses to the account wherever feasible versus using cash withdrawals.

I understand that the issuance of this charge card to me is an extension of the employee/-employer relationship and that I am being specifically directed to:

_____ Abide by all rules and regulations with respect to the Card.
_____ Use the Card only for official travel.
_____ Pay all charges upon receipt of the monthly billing statement from the Travel Card Contractor.
_____ Notify the APC of any problems with respect to my usage of the Charge Card.
_____ Notify the Card Contractor and the APC if my Charge Card is lost or stolen.

(Card applicants must initial all the above provisions.)

I also understand that failure on my part to abide by these rules or otherwise misuse the card may result in disciplinary action being taken against me. I also acknowledge the right of the Travel Card contractor and/or APC to revoke or suspend my travel card privileges if I fail to abide by the terms of this agreement or the agreement I have signed with the Travel Card Contractor.

_____ _____
(Applicant's Signature) (Applicant's Printed Name)

_____ _____
Series/Grade/Title Immediate Supervisor

NOTE: The Government Travel Card application cannot be processed without this form on file.

# ATM FEES

- **THERE IS OFTENTIMES A FEE CHARGED FOR ATM WITHDRAWALS**
- **BANK OF AMERICA ALSO CHARGES A FEE**
- **BOTH ARE REIMBURSEABLE ON 1351-2**

# ON-LINE TRAINING

- **REQUIRED FOR ALL NEW APPLICANTS**

- **HTTP://FSS.GSA.GOV/WEBTRAINING/TRAININGDOCS/TRAVELTRAINING/ INDEX.CFM**

# GOVERNMENT TRAVEL CARD

## TRAVEL CARD DO's….

✓ Do use the card for official government travel

- Lodging expense
- Meals
- Parking
- Advance Pay (AT M withdrawal) not to exceed that amount authorized on the travel orders.

✓ Do pay your credit card bill by the due date and in full.

✓ If you are having any trouble paying your credit card bill on time, get your chain of command involved immediately.

✓ Do use split-disbursement on your travel settlement to pay the bank.

## TRAVEL CARD DON'TS

✗ Don't use the card when not on official travel.

✗ Don't collect credit balances on the card. Pay only that amount owed the bank. If you have a credit balance and use the card for other than official travel, it is still considered abuse.

# If you are military, or a federal civilian employee, unless you are exempt, you MUST have an individual government travel charge card!

This is defined in the Travel and Transportation Reform Act of 1998 (TTRA 1998). It is the law! You are exempt if:

- You travel fewer than 3 times a year
- You have been turned down for a travel charge card
- Your travel charge card has been cancelled
- Your application has been submitted, but you have not yet received the card
- You are in a Department of Defense or Department of the Army approved category (such as under current mobilization, deployment, and contingency operations)
- If use of the card will compromise your safety or mission under special operations
- If you are a temporary employee

If you do not fall within one of the categories listed above, you must obtain a government travel charge card and use it when on official government travel. If you are not exempt, you are not authorized a travel advance.

# SUSPENSION OF CARD

- **AT THE 30-DAY MARK, AFCOS WILL NOT ALLOW ORDERS TO BE CUT ON DELINQUENT CARDS**

- **WHEN A CARD REACHES THE 60-DAY DELINQUENT MARK, BOA WILL SUSPEND THE ACCOUNT**

# CANCELLATION OF CARD

- **IN THE EVENT A CARD REACHES THE 120-DAY DELINQUENCY MARK, BANK OF AMERICA WILL CLOSE THIS ACCOUNT AND IT <u>WILL NOT</u> BE REOPENED**

# TERMINATION OF CARDHOLDER

- **LEVEL 4 APC MUST BE NOTIFIED WHEN AN EMPLOYEE IS:**

- **DISMISSED FROM JOB**
- **RETIRED FROM JOB**
- **SEPARATED FROM THE DEPARTMENT**

# CARD ABUSE/MISUSE

- **WHEN CARD ABUSE/MISUSE IS DETECTED, THE CARD IS IMMEDIATELY DEACTIVATED**
- **HL5 APC IS NOTIFIED**
- **ON-LINE TRAINING MUST BE COMPLETED BY CARDHOLDER**
- **WRITTEN JUSTIFICATION FOR THE MISUSE MUST BE SENT THROUGH CHANNELS TO HL4 APC TO DETERMINE IF REACTIVATION WILL OCCUR**

# AVAILABLE REPORTS

- **AUTHORIZATION/DECLINE**
- **ATM (NO ORDER)**
- **HOTEL (NO ORDER)**
- **TRANSACTION HISTORY**

# MERCHANT CATEGORY CODES

- **ESTABLISHED BY BANK OF AMERICA TO DESCRIBE MERCHANT TYPE**
- **A MEASURE USED TO CONTROL INAPPROPRIATE CARD USE**

# ACTIVATION OF CARDS

- **HOW IS LEVEL 4 APC NOTIFIED OF WHICH CARDS NEED TO BE TURNED ON?**

- **WHEN DO I NEED TO CALL THE LEVEL 4 APC?**

# DELINQUENCY GOALS

- **THE DIRECTOR OF THE ARMY NATIONAL GUARD SET THE FOLLOWING GOALS:**

- **BY 1 AUG 03, WE SHOULD BE AT 10%**

- **BY 31 DEC 03, WE SHOULD BE AT 4.5%**

**AS OF 11 APRIL 2004,**

**ILLINOIS IS AT #16 WITH**

**4.23% DELINQUENCY**

**G O O D  J O B ! ! ! ! !**

# POINTS OF CONTACT

- **PRIMARY APC:**

- **MS. CONNIE ROBINSON**
- **WORK: 217-761-3545**
- **FAX: 217-761-2412 OR 217-761-3665**
- **HOME: 217-824-5987**
- **CELL: 217-725-0330**

# POINTS OF CONTACT

- **ALTERNATE APC**
- **MAJ WENDELL LOWRY 217-761-3549**
- **MR. RODNEY BAKER 217-761-3960**